

## Annual Work Plan 2016



<b>Project Title: Community Resilience in Malakand</b>	
<b>OP/Country Programme Outcome 3.3:</b> Vulnerable populations in crises situations benefit from improved prevention, risk reduction, and response (Mitigation), and are assisted to reach development goals including MDG targets	
<b>Country Programme Output 3.3.1:</b> Vulnerable community particularly women affected by crises have access to training, entrepreneurship, livelihoods and community infrastructure.	
<b>Project Outputs:</b>	
<ol style="list-style-type: none"> <li>1. Communities/village councils are mobilized and trained for community development in their areas.</li> <li>2. Target communities have increased access to basic social services including market, education, health and have improved livelihoods due to restored community infrastructure.</li> </ol>	
<b>Implementing Partner:</b>	
<b>Responsible Parties: UNDP</b>	
<b>Project Brief Description</b>	
<p>Swat district was adversely affected in 2008- 2009 by the militancy crisis and later by floods in 2010, which resulted in massive displacement of population and increased risk of militancy, constraints on food security and livelihoods. The damage to community infrastructure and collapse of relevant service delivery institutions deprived communities" access to basic services and facilities.</p> <p>With the financial support from The Saudi Fund for Development, Kingdom of Saudi Arabia, UNDP is implementing a "Community Infrastructure Restoration and Rehabilitation" project in District Swat, KP. Through this project, UNDP in coordination with the Government of Khyber Pakhtunkhwa is rehabilitating damaged community infrastructure schemes including link roads, drainage and water channels, culverts, bridges, and streets, in District Swat. The interventions will improve access to services and facilities for the local community and provide the infrastructure necessary for socioeconomic uplift in the area.</p>	
Programme Period: 2013-2017 Atlas Award ID: 00058104 Atlas Project ID: 00083038  Start date: 1 Jan 2016 End Date: 31 Dec 2016  PAC Meeting Date: Project Board Meeting Date: Nov-2015	2016 AWP budget: Total resources required <b>US\$ 3,451,078</b> Total allocated resources: <ul style="list-style-type: none"> <li>• Regular TRAC <b>US\$ 704,453</b></li> <li>• Other: <b>US\$ 2,746,625</b> <ul style="list-style-type: none"> <li>◦ SFD</li> </ul> </li> </ul> Unfunded budget: - In-kind Contributions -

Agreed by UNDP (CD / DCD-P):

*Mianmaq*

Date: 15/12/15

## 1. ANNUAL WORK PLAN 2016

Project ID: 00058104 Project Title: Community Resilience Malakand Project

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description Amount
<p><b>Output 1</b> Communities/village councils are mobilized and trained for community development in their areas.</p> <p><b>Indicators:</b></p> <p><b>1.1.</b> Extent to which target communities/village council engaged in supporting implementation and oversight of project activities.</p> <p><b>Scale -1</b> Communities are not at all (0%) engaged in supporting implementation and oversight of project</p> <p><b>Scale-2:</b> To a very partial extent, (upto 20%) communities undergoing initial community mobilization process. Informal capacity building process is continued. Communities in response somehow extending their time for project meetings.</p> <p><b>Scale -3</b> To some extent; (21-50%) regular community meetings are organized at every village. 50% of the organizations are trained to oversight infrastructure work.</p> <p><b>Scale -4</b> To a significant extent; (51-85%) target communities are trained to oversight the infrastructure rehabilitation work, target communities are resolving conflicts arising against project implementation.</p> <p><b>Scale-5</b> To full extent (100%) target communities are able to plan and implement community development projects with village councils and employ accountability mechanisms at their level.</p>	<p><b>Activity Result 1.1.1:</b> Target communities are able to actively participate in community development projects in their areas.</p> <p><b>Action 1.1.1.a</b> 100 Trainings for village councils/community organizations and project oversight committees. (6.1.2.A.1.2)</p> <p><b>Action 1.1.1.b:</b> 60 oversight committees established in target communities/village council for supporting implementation and oversight of project activities. (6.1.2.C.1.1)</p>	X	X	X	X	UNDP (1981)	TRAC	75700/16005 Training/NEX Advances 50,000
		X	X	X	X	UNDP (1981)	SFD	75700 Trainings workshops & Conferences 8,000

<p><b>Baseline:</b> 1.1. Scale -1</p> <p><b>Target:</b> Scale-4</p>								
<p><b>Output 2:</b> Target communities have increased access to basic social services including market, education, health and have improved livelihoods due to restored community infrastructure.</p> <p><b>Indicators:</b></p> <p><b>2.1.</b> Number of people including men, women and persons with disabilities benefiting from completed social services infrastructures.</p> <p><b>2.2.</b> Evidences of improved access of communities to basic social services including market, education, health and livelihoods facilities due to restored community infrastructure.</p> <p><b>Scale-1-</b> There is (Little evidence ) very small number of people have access to basic social services including market, education, health and have improved livelihoods facilities without Project intervention (community infrastructure rehabilitation).</p> <p><b>Scale -2</b> There are 60% of (Moderate evidence) target communities have success stories of improved access to basic social services including market, education, health and livelihoods facilities due to restored community infrastructure</p> <p><b>Scale -3</b> There are 100% of (Consistent evidence) target communities have success stories of improved access to</p>	<p><b>Activity Result 2.1.1:</b> Target population has easy access to socio-economic services through community physical infrastructure rehabilitation</p> <p><b>Action 2.1.1.a:</b> Completion and handing over of functional 105 Community infrastructure schemes in target villages. (6.1.A.8.2)</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>UNDP (1981)</p> <p>UNDP (1981)</p>	<p>SFD</p> <p>TRAC</p>	<p>72100 Contractual Services companies</p> <p>72100 Contractual Services companies (for lab tests)</p> <p>2,535,171</p> <p>8,000</p>

<p>basic social services including market, education, health and livelihoods facilities due to restored community infrastructure</p> <p><b>Base Line:</b></p> <p><b>2.1.</b> 263,596 inhabitants including above 29 year age (Male 36250, Female 36802), Youth 18-29 (Male 26748, Female 24,865) and Children under 18 Years (Boys 71065, Girls 67865) benefiting. Among these inhabitants 1839 are persons with disability of all age groups benefited during 2014-2015 period.</p> <p><b>2.2.</b> Scale -1</p> <p><b>Targets:</b></p> <p><b>2.1.</b> 327,192 beneficiaries including men, women, youth, children and persons with disabilities are expected to be benefited with community based infrastructure schemes (CBIs).</p> <p><b>2.2.</b> Scale -2</p>						<p>5.1 Project Staff – Contractual Services</p> <p>5.2 Travel</p> <p>5.3 Supplies</p> <p>5.4 Transport Equipment Rent - Swat</p> <p>5.5 Rental and Maintenance - Premises</p> <p>5.6 Maintenance &amp; Operation of Transport Equipment</p>	<p>UNDP (1981)</p> <p>UNDP (1981)</p> <p>UNDP (1981)</p> <p>UNDP (1981)</p> <p>UNDP (1981)</p> <p>UNDP (1981)</p>	<p>TRAC</p> <p>TRAC</p> <p>TRAC</p> <p>TRAC</p> <p>TRAC</p> <p>TRAC</p>	<p>71400</p> <p>71600</p> <p>73120</p> <p>73410</p> <p>73105</p> <p>73410</p>	<p>369,274</p> <p>28,000</p> <p>13,321</p> <p>36,000</p> <p>25,000</p> <p>23,000</p>
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	5.7 Capacity Building (SSAFE Trainings & workshops)				UNDP (1981)	TRAC	75705	15,000
<b>Total Programme Cost</b>								3,148,156
TOTAL GMS @ 8 %								203,454
TOTAL DPC								136,858
<b>TOTAL BUDGET</b>								<b>3,451,078</b>

### 3. MONITORING PLAN 2016

(Include all monitoring and evaluation activities/events)

Project ID: 00058104 Project Title: Community Resilience in Malakand

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan				Risks and Assumptions
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc.	Monthly, quarterly, annually, etc.	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection
<b>CPAP Outcome 3.3:</b> Vulnerable populations in crises situations benefit from improved prevention, risk reduction, and response (Mitigation), and are assisted to reach development goals including MDG targets								
<b>CPAP Output 3.3.1:</b> Vulnerable community particularly women affected by crises have access to training, entrepreneurship, and livelihoods and community infrastructure								
<b>Project Output 1:</b> Communities/village councils are mobilized and trained for community development in their areas	1.1.:Extent to which target communities/village council engaged in the implementation and oversight of project activities	1.1:Scale-1 Target communities/village council <b>not at all (0%)</b> engaged in supporting and implementation of project oversight activities	1.1 Scale-4 To a <b>significant extent (51% to 85%)</b> Target communities/village councils are trained to oversight the infrastructure	Activity reports by SM team Success Stories Progress reports	Quarterly  Bi-annually	SM team  M&E  SM team		A detailed baseline study will be conducted to compare progress during project cycle.

<p><b>Output 2:</b> Target communities have increased access to basic social services including market, education, health and have improved livelihoods due to restored community infrastructure.</p>	<p><b>2.1:</b> Number of people including men, women and persons with disabilities benefiting from completed social services infrastructures.</p>	<p><b>2.1:</b> 263,596 inhabitants including above 29 year age (Male 36250, Female 36802), Youth 18-29 (Male 26748, Female 24865) and Children under 18 Years (Boys 71065, Girls 67865) benefiting. Among these inhabitants 1839 are persons with disability of all age groups benefited during 2014-2015 period.</p>	<p>rehabilitation work, target communities are resolving conflicts arising against project implementation)</p> <p><b>2.2:</b> 327,192 beneficiaries including men, women, youth, children and persons with disabilities are expected to be benefited with community based infrastructure schemes (CBIs).</p>	<p>Monthly Field reports/ Village profiles</p>	<p>Monthly</p>	<p>Social Mobilizers</p>	<p>Double counting of beneficiaries can make the exercise futile.</p>
<p><b>2.2.</b> Evidences of improved access of communities to basic social services including market, education, health and livelihoods facilities due to restored community infrastructure.</p>	<p><b>Scale-1-</b>There is (Little evidence ) very small number of people have access to basic social services including market, education, health and have improved livelihoods facilities without Project intervention(communitary infrastructure rehabilitation).</p>	<p><b>Scale -2</b> There are 60% of (Moderate evidence) target communities have success stories of improved access to basic social services including market, education, health and livelihoods facilities due to restored community infrastructure</p>	<p>Activity reports by SM team Success Stories Progress reports</p>	<p>Quarterly Bi-annually Monthly</p>	<p>SM team M&amp;E/ SM team SM team</p>	<p>A detailed baseline study will be conducted to compare progress during project cycle</p>	

## 1 RECRUITMENT PLAN 2016

(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)

Project ID: 00083038 Project Title: Community Resilience in Malakand  
Project \_\_\_\_\_

#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Responsible party (UNDP/ EAD/ IP/PMU etc)	Contract Modality (TA/FTA /SC/ NIMU/G ovt)	Reporting to/ Supervisor	Duty Station	Contract Start Date	Contract End Date
1.										
2.										
3.										
4.										
5.										



## 2 PROCUREMENT PLAN 2016

(Include all local and international procurements valued at or above \$ 2,500 envisaged in AWP 2016 – including goods, assets, services and works)

Project ID: 00083038 Project Title: Community Resilience in Malakand Project

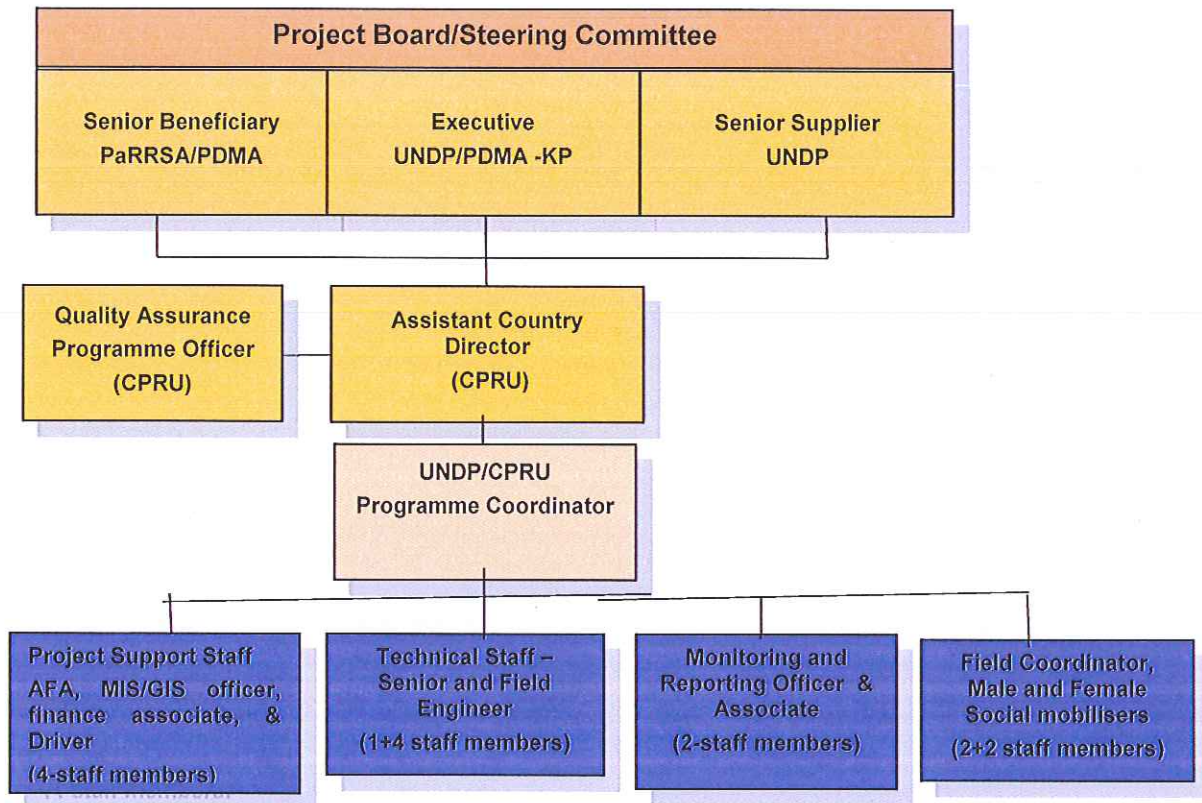
#	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EAD/IP/PMU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1.	Hiring of Private construction firms	Works	1,251,323	UNDP	ITB	Feb,2016	Feb,2016	RACP/CAP	March,2016	1 <sup>st</sup> March, 2016	30 <sup>th</sup> June, 2016	NPC / Senior Construction Manager
2.	Hiring of Private construction firms	Works	1,251,323	UNDP	ITB	July,2016	July,2016	RACP/CAP	August,2016	1 <sup>st</sup> September, 2016	30 <sup>th</sup> Nov, 2016	NPC / Senior Construction Manager
3	Institutional contract for Rented Vehicles – Swat Based	Goods & Services	36,000	UNDP	RFQ	February, 2016	February, 2016	Evaluation Committee	March, 2016	March, 2016	December, 2016	Finance Associate
4	LOA	Services	50,000	UNDP	LOA	Jan,2016	Jan,2016			Jan,2016	Dec.2016	NPC/ Finance Associate

### 3 MANAGEMENT ARRANGEMENTS

Explain the roles and responsibilities of the parties involved in managing the project.

Please refer to the [Project Document – Deliverable Description](#) to complete this component of the template.

Use the diagram below for the composition of the Project Board.



Suggested sub-headings in this component may include:

- results of capacity assessment of implementing partner
- UNDP Support Services (if any)
- collaborative arrangements with related projects (if any)
- prior obligations and prerequisites
- a brief description/summary of the inputs to be provided by all partners
- audit arrangements
- agreement on intellectual property rights and use of logo on the project's deliverables

#### 4 PLANNING, MONITORING AND REPORTING

The project will follow the following planning, monitoring and reporting cycle during the year. *As necessary, add the target dates monitoring visits, spot checks, evaluations and other missions by donors or other stakeholders.*

Timeline /Target Date	Activity	Primary Responsibility
30 October 2015	Submit draft 2016 AWP to UNDP Program Officer for review (AWP draft developed in consultation with partners)	Project Manager
01 – 06 November 2015	Review of AWP (quality assurance, results orientation and focus, alignment with CCPAP/UNDP priorities, relevance to project objectives, and resource availability)	ACD UNDP and Program Officer
20 November 2015	Schedule Project Steering Committees to: a) Review of project contribution to results and financial delivery 2015 b) Review and endorsement of AWP 2016	Project Manager
18 December 2015	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP DCD-P	ACD with Project Manager
31 December 2015	All budgets uploaded in ATLAS and KK'd	
31 January 2016	Submit final Annual Progress Report: submit revised Project Briefs	Project Manager
20 February 2015	Annual audit of the project	SMU-UNDP
30 April 2016 31 July 2016 31 October 2016	Quarterly Progress Reports, including: a) Report on project progress and financial delivery b) Update of Issue Log in Atlas (tracking and resolution of potential problems or requests for change) c) Update of Risk Log (Reviewing of external environment that may affect project implementation)	Project Manager
15 July 2016	Organise Project Steering Committee (Mid-year review of project progress and, if needed, revision of the AWP)	Project Manager
30 November 2016	Organise Project Steering Committee to: c) Review of project contribution to results and financial delivery 2015; d) Review and endorsement of AWP 2016	Project Manager

## 5 LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the [Supplemental Provisions](#) to the Project attached hereto and forming an integral part hereof, as "the Project Document"

### **Alternative A [where the Implementing Partner is a government agency (NIM) or an NGO/IGO]**

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]<sup>1</sup>.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

### **Alternative B [where the Implementing Partner is UNDP (DIM), the UN, a fund/programme of the UN, or a UN agency]**

[UNDP] [Name of UN Agency] as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations safety and security management system.

[UNDP] [Name of UN Agency] agrees to undertake all reasonable efforts to ensure that none of the [project funds]<sup>2</sup> [UNDP funds received pursuant to the Project Document]<sup>3</sup> are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

<sup>1</sup> Use bracketed text only when IP is an NGO/IGO

<sup>2</sup> To be used where UNDP is the Implementing Partner

<sup>3</sup> To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner.

## OFFLINE RISK LOG

(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Community Resilience in Malakand Project				Award ID:00058104		Date: November 2015			
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
0	Enter a brief description of the risk  <i>In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified  <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other  <i>(In Atlas, select from list)</i> Environmental, Financial, Operational, Organizational, Political, Regulatory, Strategic, Other	Describe the potential effect on the project if this risk were to occur  Enter probability on a scale from 1 (low) to 5 (high) P =  Enter impact on a scale from 1 (low) to 5 (high) I =  <i>(In Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk  <i>(In Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk  <i>(In Atlas, use the Management Response box)</i>	Who submitted the risk  <i>(In Atlas, use the Management Response box)</i>	When was the status of the risk last checked  <i>(In Atlas, use the Management Response box)</i>	e.g. dead, reducing, increasing, no change
1	<b>Security/Safety</b> 2009 Apparently no risk but still likelihood of random terrorist activities	November 2015	Political	Text P = 3 I = 5	Low visibility, abiding local norms and customs, hiring local staff, coordination with district line agencies, security depts. and UNDSS	Programme Coordinator	Programme Coordinator	Nov-2015	No change
2	<b>Natural Disasters:</b> floods, snow, earthquakes <i>(Earthquake hit the area on 6 October 2015)</i>	November 2015	Environmental	Text P = 3 I = 5	DRR mainstreaming in project activities	Programme Coordinator	Programme Coordinator	Nov-2015	increasing
3	<b>Under performance</b> by civil work contractors	November 2014	Operational	P=2 I=2	Close enhanced prequalified contractors monitoring roster of civil work	Programme Coordinator	Programme Coordinator	Nov 2015	reducing